



# City of Chelsea

## HUMAN RESOURCES DEPARTMENT

City Hall, 500 Broadway Room 301

Chelsea, Massachusetts 02150

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To: Members, Local 9427 Steelworker's Bargaining Unit

From: Diane Carey, Director of Human Resources & Administration

Date: October 12, 2016

RE: Job Opportunity

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### **Assistant Assessor**

Pay Class/Grade: 11

Salary Range: \$58,418.65 - \$73,195.57\*

\*( \$58,418.65 – \$75,957.56 if hired before 9/22/09)

**POSITION SUMMARY (Full Description Next Pages):** This position provides support to the Director of Assessing and other office staff in all aspects of the Assessing Office, to include administrative and assessing tasks. Operates within the policies and objectives of the City to perform field, technical, analytical and supervisory functions. Appraising and classification of all properties and interpretation of Massachusetts General Laws relating to real estate assessment for tax purposes. Assist with in-house revaluation and certification programs required by the Department of Revenue. Responsible for sales analysis utilizing MLS (Multiple Listing Service) under the supervision of the Director of Assessing and fulfills the Director's responsibilities in the Director's absence.

**EDUCATION AND EXPERIENCE:** Bachelor's degree and 3 years of experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job. Licensure by the MA State Board of Real Estate Appraisers, IAAO or MAA designation is highly desirable.

### **SKILLS, KNOWLEDGE & ABILITIES:**

Experience and knowledge of property valuation techniques according to Massachusetts Assessing Association. Excellent written and verbal communication skills. Ability to convey and enforce procedures in a professional, impartial and diplomatic manner. Ability to work within and maintain confidentiality, which is crucial due to access to sensitive information. Must have good math and computer skills and the ability to analyze data. Good knowledge of Microsoft Excel and Word is essential. Valid Driver's License and dependable vehicle. MAA designation or ability to achieve it within 3 years of hire date. Must pass background CORI check and all other confidentiality requirements set forth by the MA Department of Revenue. Must pass the MA Department of Revenue Course 101 within 2 years of hire.

**Qualified candidates submit a cover letter and resume to Diane Carey, Director of Human Resources & Administration, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to [dcarey@chelseama.gov](mailto:dcarey@chelseama.gov) or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301.**

**The City of Chelsea is an Equal Opportunity Employer**